

EFFECTIVE

September 1, 2012.

Subject(s)

1. State SSI payment.
2. Child Development and Care (CDC) providers.
 - License-Exempt Provider Child Care Application.
 - Proof of identity and residence for unlicensed providers.
 - Service begin dates for unlicensed providers.
 - Public Sex Offender Registry (PSOR) match.

**1) STATE SSI
PAYMENT****BEM 660**

Payments are made for only those months the recipient received a regular first of the month federal benefit. These are shown on SOLQ as a **recurring payment dated the first of the month. SSPs are not issued for retroactive or supplemental federal benefits.**

Reason: Policy clarification.

2) CDC PROVIDERS**BEM 704****License-Exempt
Providers**

The DHS form number has been removed from the License-Exempt Provider Child Care Application.

Reason: License-exempt providers are enrolled by CDC Policy at the Michigan Department of Education.

**Required
Verifications for
Unlicensed
Providers**

The Employment Authorization Document (EAD), Form I-551, Green Card or Alien Registration Card, and the I-94, Arrival Departure Record, have been added as acceptable identity verifications.

Reason: Refugee Services request.

The list of acceptable verifications used to verify residence has been expanded to include:

- Cable bills.
- Current pay stubs with the provider's name and address.
- Current homeowner's insurance policy.
- Current DHS-3688, Shelter Verification (only if there is no alternative).

If an unlicensed provider has a mailing address that is different from his/her residential address, the mailing address must be a P.O. Box.

Reason: Program Integrity.

Service Begin Date

The service begin date for an unlicensed provider's enrollment is the receipt date of the DHS-220, Child Development and Care Unlicensed Provider Application.

Exceptions:

The service begin date will be the day after the closure/denial date if:

- The provider requests an administrative review, is found to be eligible and submits the new DHS-220 and all required verifications within 30 calendar days of the denial/closure.
- The provider requests a review of his/her disqualification and is found to be eligible.

If a service begin date needs to be changed, for example a provider is caring for foster children, follow policy in BEM 100, Policy Exceptions.

Reason: EDM Coordination.

Pre-Enrollment Background Clearances

If a PSOR match is received on an individual, the provider's enrollment must be denied and the local office must contact the CDC-CriminalHistory@michigan.gov mailbox.

Reason: Program integrity.

Communication: Workforce Development and Training powerpoint.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

BEM 660

BEM 704

Changed Items (link changes only) ...

BAM 105